

To : **HKU SPACE – Room Booking Team**
 Fax : 3104 0236 Tel.: 3762 0883
 E-mail : town@hkuspace.hku.hk

Venue Booking Form

For HKU SPACE Use Only
Confirmation No.
Rec'd Date

NOTE: 1. Information provided will be proceeded for this application only.
 2. Please refer to the "Terms and Conditions of Hire" for application procedure.
 3. All rates are subject to change without prior notice.

Applicant Information (* Please delete as appropriate)

Name of Applicant (Contact Person): Prof / Dr / Mr / Ms * _____

Title: _____ E-mail Address: _____

Company Name: _____

Nature of Company: (Please ✓ as appropriate)

- Commercial Organisation (pls. provide Business Registration Certificate)
- Charitable Organisation (pls. provide Charitable Institutions & Trust Registration Certificate)
- Government Department / Social Service Group (pls. provide relevant documents)
- University / College / Institute
- Others (pls. specify _____)

Tel. No. : _____ Fax No.: _____

Address: _____

PART A - Venue A minimum charge of 2 hours / room. Fractions of an hour will be treated as a full hour.

(Please ✓ as appropriate)

- Admiralty Learning Centre
- United Learning Centre
- Island East Campus
- Fortress Tower Learning Centre
- Graduate House Learning Centre (for HKU & CMT Only)
- Kowloon East Campus

Name of Function: _____

- Nature of Event: Lecture / Seminar Meeting / Presentation Ceremony Exhibition
 Sports Others (pls. specify _____)

Date	Time	No. of Room(s)	Seating Capacity

PART B - Additional Equipment *Fractions of an hour will be treated as a full hour.*

Classrooms and computer laboratories are furnished with chairs and standard AV equipment (computer, LCD projector, visualizer / overhead projector, DVD / VCR and microphone).

Equipment	Rate (HK\$)	Time	No. of Hr.	Quantity	Sub-total(HK\$)
Laser Pointer	\$20 each				
Microphone / Mic. Stand	\$20 each				
Signage Stand / Stanchion	\$20 each				
Tablet Chair	\$20 each				
Whiteboard (movable)	\$30 each				
Table (small / long)	\$20 / \$30 each				
Flip chart (50 sheets / pad)	\$100 each				
Computer	\$100 each				
LCD Projector	\$100 each				
Visualizer	\$100 each				

PART C - Additional Services *(Subject to availability) Fractions of an hour will be treated as a full hour.*

Services Required		Rate / Hour / Person	Minimum No. of Hr.	Sub-total(HK\$)
Learning Centre Assistant	Standby	\$100	2	
Technician	Standby	\$400	2	
Seating Arrangement (HKU SPACE would determine the no. of hours & persons required)	Special Set Up	\$80	1	
Recommended by HKU SPACE:				

PART D – Refreshments (Self-Service) *On request but subject to HKU SPACE's approval*

Drinks	Unit Rate	Quantity	Sub-total(HK\$)
Distilled Water	18.9 litres per bottle	\$50	
Paper Cone Cup	250 cups per box	\$40	
Date:		Time: a.m. / p.m.	

Refreshments	Unit Rate	No. of guest	Sub-total(HK\$)
Tea / Coffee	\$15		
Tea / Coffee + Biscuits / Cakes	\$20		
Date:		Time: a.m. / p.m.	

Part E - Undertaking & Signature of Applicant *(Please ✓ as appropriate)*

1) **For Company Applicant Use Only (Important: Please read carefully)**
 By signing this application form, the Applicant has read through and agreed to make the application in accordance with the HKU SPACE Terms and Conditions of Hire associated. The Applicant agrees to pay the cost of the above booking.

 Applicant's Signature & Company Chop

 Date of Application

2) **For HKU / CMT Applicant Use Only (Important: Please read carefully)**
 By signing this application form, the HKU / CMT Applicant has read through and agreed to make the application in accordance with the HKU SPACE Terms and Conditions of Hire associated. The Applicant agrees to pay the cost of the above booking.
 If an applicant is HKU Department / Faculty / CMT, the signature of the Head of Department or Dean of the Faculty is required. Please note that HKU SPACE Finance Unit will issue debit note to HKU Department / Faculty / CMT to settle the payment.

 Head / Dean (for HKU / CMT)

 Date of Application

HKU School of Professional and Continuing Education

TERMS AND CONDITIONS OF HIRE

Interpretation

1. In these Terms and Conditions of Hire:

- (a) **'Hirer'** means a person, company, or organisation who hires the room(s), studio(s), computer laboratory(ies), display area, theatre or hall of the HKU School of Professional and Continuing Education.
- (b) **'Manager'** means the HKU School of Professional and Continuing Education authorised him / her to discharge his / her functions under these Terms and Conditions of Hire.
- (c) **'School'** means the HKU School of Professional and Continuing Education (HKU SPACE).
- (d) **'Venue'** means classrooms, studios or any other spaces of the HKU School of Professional and Continuing Education rented by the Hirer.
- (d) **'Agent'** means any person, companies or organisations who participated in the activities of the Hirer at the venue of the HKU School of Professional and Continuing Education.

2. Right of the Manager

- (a) The Manager may, at his / her discretion, accept or reject application without giving a reason for doing so.
- (b) The School's own venue needs to have an overriding priority over external bookings. Should there be a need, the Manager reserves its right to call back the Venue and the Hirer will receive a full refund without compensation.
- (c) The Manager, or any person duly authorised by him / her, shall have the right to enter into the Venue at all times, whether during the event or not, to ensure compliance of any Terms and Conditions of Hire by the Hirer.
- (d) The Manager shall have the right to make any live or taped announcement on the public address system in the Venue or the School premises or display on any screen within the Venue relating to crowd control or emergency as the Manager may in its sole determination consider being necessary.
- (e) The Manager reserves the right to annul any function at any time during the hiring period if the School's Terms and Conditions of Hire are breached. In such a circumstance, no refund will be made.

Hirer's Responsibilities

3. Application

- (a) The Hirer is required to check the availability of venue(s) by submitting the Venue Booking Form. Telephone reservations will not be accepted. Venue Booking Form can be obtained either from the School's website or the Room Booking Team by fax or by e-mail upon requests.
- (b) The Hirer should return the completed Venue Booking Form to the Room booking Team's Office either by fax, by e-mail or in person. The Hirer may be required to provide written documents / information, such as Business Registration Certificate / Society Registration Certificate; and / or Charitable Institutions and Trust Registration Certificate issued by the Inland Revenue Department under Section 88 of the Inland Revenue Ordinance to show that the status of the applicant's organisation / company, nature of business and proposed functions to be held in the Venue is law binding and in line with the School's management principles and not in conflict of interest with the School. Without sufficient documents / information provided, application will not be approved.
- (c) A request made does not guarantee a space, even if available at the time of the request. The Hirer will be notified of the application result in a written "Confirmation of Classroom" as soon as the final decision is made subject to the completeness of relevant documents or information provided. Once the application is approved, the Hirer will enter into an agreement with the School in respect of the venue booking.

4. Payment

- (a) Notice of "Confirmation of Classroom" will be issued to successful Hirer. Payment must be made by cash / EPS / Visa / Mastercard or by crossed cheque in Hong Kong Dollars in favour of "HKU SPACE" within **3 working days** upon receipt of "Confirmation of Classroom", otherwise, the booking will be cancelled automatically without prior notice. Post-dated cheque will not be accepted.
- (b) Should the hiring period be effective less than **14 working days**, payment must be made by cash / EPS/ Visa / Mastercard **immediately** upon receipt of "Confirmation of Classroom" prior to the hiring period of the Venue, otherwise booking will be automatically cancelled without prior notice. Booking is only confirmed upon payment received, which is non-refundable.

- (c) For booking made by overseas Hirer, the cheque in Hong Kong Dollars must be mailed to the Room Booking Team at least 35 working days in advance. For booking made within 35 working days, the full payment must be paid via remittance to the School. The School will not be responsible for any surcharge levied by banks or financial institutions.

5. Cancellation

Cancellation of booking will only be accepted in writing and must reach HKU SPACE – Room Booking Team's Office at least **20 working days** or more prior to commencement of the hiring period, otherwise, no refund for such a cancellation of booking will be made. The proportion of refund will be made in accordance with the following:

Notice of Cancellation Received Ratio of Refund

Less than 20 working days 0%
20 working days and above 50%

6. Refund

Should there be a cancellation, postponement, or any problem which requires refund will be handled by the School's Finance Unit according to a schedule established by the School.

7. No Show

In the event the Hirer or his Agent fails to appear on the hiring period, the School shall be entitled to forfeit all payments as if the agreement had been fulfilled. Should the Hirer or his Agent would like to re-arrange another date of booking, new payment is required.

8. Overrunning

The Hirer will be responsible for payment of extra hiring hours, air-conditioning and support personnel and must make payment immediately. Fraction of a hiring hour will be charged as a full hour, otherwise the remaining hiring period of the Venue is not allowed to use if applicable. Legal action will be taken for any outstanding payment.

9. Service Period

The service period starts from 15 minutes prior the hiring period and ends 15 minutes following the expiration of the hiring period.

10. Subletting

Except with the prior written permission of the Manger, the Hirer shall not assign or transfer the benefit of the agreement created herein or assign or allow the use of any part of the Venue to or by a third party.

11. The Transfer of Booking

The period of hire or any dates within a period of hire cannot be transferred to or exchanges for another date(s) or Venue(s) upon receipt of "Confirmation of Classroom" and even though payment is not settled. Manager reserves the right to approve special cases.

12. Use of a Venue

The Venue shall only be used for the purpose stated on the Venue booking Form and must strictly follow the guidelines if using the College Hall or College Theatre on Kowloon East Campus.

13. Publicity

The name of the HKU SPACE and that of the University of Hong Kong shall not be used in conjunction with the activities of the Hirer.

14. Parking

Parking is not available for the Hirer or his Agent.

15. Delivery and Storage of Goods

Materials delivered to the School premises when the Hirer is not in the building will not be accepted unless prior arrangements have been made and approved by the Manager. In accepting delivery of goods addressed to the Hirer, the School shall not be liable for any loss or damage. The Hirer assumes all responsibilities for any property that may be placed in storage during or between the hiring periods.

16. Cleaning

The Hirer is responsible to keep all furniture, fixtures, carpets, the wall and the floor in a clean and tidy condition in any part of the Venue / School premises. All equipment must keep in a workable and clean condition during the hiring period. All carton boxes and miscellaneous items must be removed from the public place or kept out of public view.

17. The Hirer or his Agent must strictly refrain from the following activities in the School premises and by its entrances / exits unless with the prior consent of the Manager or they shall be expelled from the School's premises without notice or warning and compensation:

- (a) Consumption of food and beverage.
- (b) Alter the original seating arrangement.
- (c) Cash / cheques transaction, recruitment, fundraising campaign, market research study of any kind.
- (d) Collections, donations or solicitations of goods / souvenirs / articles / programmes of services.
- (e) Self-bringing audio visual equipment.
- (f) The number of persons to use the Venue will not exceed the maximum capacity stated by the School.
- (g) Sound / music emitted from the video display / performance, PA system or any audio visual equipment must be kept to a level which can be heard only in the Venue. The School has the right at any time to lower or turn off the equipment if the sound levels, type of and context of sound are considered to be not appropriate.
- (h) Display of decoration of any kinds, flowers, banner, poster or any other kind of publicity material.
- (i) Affix glue, scotch-tape, gum paper, nails, or any other thing on any plaster wall or floor or on any fixtures, fittings or furniture.
- (j) Any smoke, flame or explosion or device or substance or matter causing smoke, flame or explosion to create effects; party cannon, confetti cannon and confetti shooter alike are restricted to be used in all of the School premises.
- (k) Inflammable substance or highly inflammable spirit is brought into any part of the Venue or the School premises.

18. Cost of Repairs

It shall be the responsibility of the Hirer to bear the cost of repairs to or replacement of any equipment; furniture, fixtures, fittings or other property damaged, destroyed (fair wear and tear excepted) or removed during the period of use of the Venue by the Hirer.

19. Damage to or Loss of Property and Accidents

The School shall not be held responsible for any accident, death, injury, theft, loss or damage which may occur during the period of use of the Venue by the Hirer.

20. Indemnity

The Hirer shall indemnify the Manager against all claims, demands, loss, damage, actions or proceedings, and costs (legal or otherwise) on a full indemnity basis brought against or suffered by the Manager as a result of or relating to the damage, loss, theft or accidents referred to in Clause 19 above and any breach of the Hirer of these Terms and Conditions of Hire save and except to the extent, in the case of the said damage, loss, theft or accidents, such loss or accidents were directly caused by the negligence of the Manager, his / her employees, agents or contractors.

21. Insurance

The Hirer bears the liability of having placed appropriate insurance to cover all eventualities during the use of the Venue including third parties liabilities, etc.

22. Closure, Breach of Terms and Conditions of Hire

- (a) The Manager reserves the right to close the School premises or any part thereof, to include but not limited to any walls and / or external walls of the premises, at any time from use by the Hirer or from use for the purpose for which the Venue is hired, or by notice to the Hirer, cancel the confirmed booking or any part thereof, in which circumstances, subject to these Terms and Conditions of Hire, the hiring charges paid by the Hirer shall be refundable.

- (b) If the circumstances stated in paragraph (a) of this clause, the Manager shall not be liable for any loss or damage whatsoever suffered by the Hirer, to include but not limited to any consequential loss of profit or income and / or damage suffered due to claims made by third parties against the Hirer, arising out of such closure and / or cancellation, if :-
- (I) the cause of the closure and / or cancellation is due to any emergency or circumstance beyond the control of the Manager which are deemed to include, but not limited to the following:
 - (i) damage or destruction to the School premises or any part thereof which the Manager considers in his / her sole opinion that it would be dangerous to any person, entering and / or remaining in the premises or any part thereof;
 - (ii) flooding in the premises or any part thereof or the vicinity or the neighborhood around the premises and / or;
 - (iii) the suspension of electricity to the premises,

OR

- (II) such cancellation relates to any hire of the use of any wall or external wall of the School premises for the purpose of displaying any banner, poster, advertisement of board, and in the event of such cancellation, the Hirer shall immediately upon the day of receipt of the notice of cancellation, or within the time specified in such notice, at the Hirer's cost, remove such banner, poster, advertisement of board as well as reinstate the wall and / or external wall upon which the same has been displayed to their condition prior to their condition prior to the display, and should the Hirer fail to do so, the Manager shall have the full right to effect such removal and reinstatement without being responsible for any loss and / or damage to such banner, poster, advertisement or board and the Hirer shall pay the Manager the cost incurred by the Manager in effecting such removal and reinstatement.
- (c) If the Hirer shall fail to pay the hire charges on any of the dates set out in the "Confirmation of Classroom" or observe or perform any of the provisions of these Terms and Conditions of Hire, the Manager may, without notice, cancel the confirmed booking and terminate the hiring period of the Venue and, without prejudice to other remedies the Manager may have hereunder, any hire charges paid by the Hirer shall be forfeited. The Manager shall not be liable to the Hirer for any loss or damage whatsoever arising out of such cancellation, to include but not limited to any consequential loss of profit or income or damage suffered due to claims made by third parties against the Hirer.

23. Typhoon, "Extreme Conditions" and Black Rainstorm Arrangements

(a) **For bookings that have not yet started**

If Typhoon Signal No. 8 or above, "Extreme Conditions" or Black Rainstorm Warning is in force during the following times, booking will be cancelled as indicated:

6:00am - 10:59am – Morning booking that start before 2:00pm
11:00am - 2:59pm – Afternoon bookings that start between 2:00pm and 6:00pm
3:00pm and onwards – Evening bookings from 6:00pm

(b) **For bookings that have already started**

When Typhoon Signal No. 8 is hoisted, the event must be terminated immediately and the Hirer must arrange for all Agents to leave.

When Black Rainstorm Signal is in force, all Agents of the event are advised to stay where they are until the signal is lowered.

(c) **Re-scheduling**

If the Typhoon Signal No. 8 is hoisted during the event, the Hirer shall be entitled to cancel the booking on that day and the Hirer must contact the School to book an alternative date provided a date **within 2 months** after the hiring period. No refund will be made and the School reserves the right to refuse an alternative event date if its schedule or other considerations do not allow. Terms and Conditions of Hire listed above will apply to the re-scheduling.

– End –